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March 26, 2010 Approved Minutes

SWOSU Faculty Senate

Abstract

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Southwestern Oklahoma State University
Faculty Senate Meeting
March 26, 2010, 2:00 pm, EDU 201
Approved Faculty Senate Meeting Minutes

- I. CALL TO ORDER:** The March 26, 2010, meeting of the Faculty Senate was called to order at 2:02 PM in Education 201 with FS President Scott Long presiding.
- II. ESTABLISH QUORUM:** The following members were present: Warren Akers, Lisa Appeddu, John Bradshaw, Kathy Brooks (Sayre), Stephen Burgess, Chelsea Church, Kevin Collins, Tommye Davis (Sayre), Doug Linder for David Esjornson, Vicky Gilliland, Terry Goforth, John Hayden, Rita Hays, Joe London, Jim Long, Scott Long, Ralph May, Warren Moseley, Edna Patatanian, Les Ramos, Ann Russell, Lisa Schroeder, Muatasem Ubeidat, Dennis Widen, Kathy Wolff, Jonathon Woltz, and Alli Lee for Tyler Rogers (SGA Rep).
- III. CERTIFICATION OF SUBSTITUTES:** Doug Linder for David Esjornson and Alli Lee for Tyler Rogers (SGA Rep).
- IV. PRESENTATION OF VISITORS:** None.
- V. APPROVAL OF MINUTES:** Minutes of the February 26, 2010, meeting with corrections were approved by voice vote.
- VI. ANNOUNCEMENTS:**
- A. From FS President Scott Long:**
1. Three (3) senior staff have announced their retirement effective June 30, 2010 – Admissions Coordinator Connie Phillips, Registrar Bob Klaassen, and Anita Blankenship, Director of the Office of Sponsored Programs & Continuing Education.
 2. The Follett Bookstore contract will be up for bids this year. The contract with Follett continues through the Spring 2011 semester. Textbook “rentals” will be offered to SWOSU students by Follett’s in the upcoming school year. (NOTE: For other matters concerning textbooks, please refer to item F under New Business.)
 3. The SWOSU Administration is considering a shortened schedule for the summer term, including shifted/shortened work hours and/or Friday closings. This would directly affect staff and would not affect the academic schedule, class offerings or class times.
 4. Concerning FS Motion 2009-09-01: “It is proposed that Southwestern Oklahoma State University issue a document from the President’s Office to students who are named to the President’s Honor Roll, and that SWOSU issue a document from the Dean’s Office to students who are named to the Dean’s Honor Roll.”

The Provost and the Registrar support this motion and are willing to cooperate in recognizing the best students at SWOSU. However, this motion met opposition from the Deans of the University and was not supported by them. The Deans had two concerns, cost and logistics (ability to get the certificates to the graduating students in the spring semester). The FS Executive Committee discussed other options with the Provost, including e-mailed documents or a certificate provided upon student request.

The Provost is checking with the Registrar to determine if specific notation of Dean's List, President's List, and Graduation with Honors can be noted on the student's official transcript as a method of official recognition.

5. Legislative Updates from President Beutler:

- a. SB1359 - The legislation allows institutions to spend Section Thirteen funds during the fiscal year ending June 30, 2011, for ongoing operating expenses. UPDATE: The bill passed out of the Senate on February 22, 2010 with a vote of 38-8. *PRESIDENT'S COMMENT – I believe this bill would set a bad precedent by allowing schools to spend capital monies on recurring costs. It is unknown whether it will secure final passage or not.*
- b. HB3031 & SB 1335- The legislation authorizes the Oklahoma Capitol Improvement Authority to refinance or restructure obligations for endowed chairs. UPDATE: The bill passed out of the House Appropriations Committee on February 24, 2010. UPDATE: The bill passed out of the Senate on February 25, 2010 with a vote of 40-4. *PRESIDENT'S COMMENT – Both of these bills would allow a revenue bond for \$100 million to attempt to alleviate some of the backlog with the endowed chair funding in the state. SWOSU has about six endowments in the queue to be funded if this passes.*
- c. SB1674 - The legislation allows for an institution's governing board to prohibit the use of tobacco products on campuses, grounds, and portions controlled by the institution. UPDATE: The bill passed out of the Senate Appropriations Committee on Education on February 10, 2010. No new action this week.
- d. All bills attempting to enlarge the pool of OHLAP applicants are dead. It appears any attempt to take tuition authority away from the State Regents is also stopped. The "carry-on-campus" bill also appears to be stalled.

6. Reminders to the Faculty:

- a. From the Bookstore – All faculty and staff who need to rent regalia to participate in Graduation activities should contact the Bookstore at 774-3792 by March 31, 2010.
 - b. From the Assessment Centre –Faculty who have not participated in the survey of Administration are encouraged to complete it by March 31, 2010.
7. It is currently planned that the Provost will be available for the April FS meeting. It is hoped the President will be available for the May FS meeting to discuss the State of the University and plans for the future.
8. A request was made for volunteers to assist with Special Olympics, to be held on Saturday, March 27, 2010. Volunteers should report at the Weatherford High School Field House starting at 8:30 a.m. Any and all help would be appreciated.

B. FS Secretary/Treasurer Lisa Appeddu:

1. Roll Sheet – please sign.

2. Treasurer's Report:

- a. BancFirst Checking account (No change): \$2098.86
- b. University account balance (No change): \$130.00

C. FS President-elect Muatasem Ubeidat: Nothing to report.

D. FS Past President Les Ramos: Nothing to report.

E. FS Student Government Representative Alli Lee:

1. Various types of recycling bins will be available in the Student Union during April in recognition of Earth Day.
2. SWOSU Palooza is set for April 15, 2010, in the Wellness Center. This event will feature two headliner bands and local musical talent.
3. The 3rd Annual Tough Enough 5K Walk/Run will be held on Saturday, March 27, 2010, starting at 9:00 a.m. This event will benefit the American Cancer Society's Relay for Life.
4. The SGA presented the idea that the FS sponsor a campus-wide Blood Drive during the 2010-11 school year.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:

A. Faculty Senate University Policies Committee along with the Continuance Procedures *Ad Hoc* Committee: Chair Stephen Burgess reported Committee members met twice during the week of March 22. He read the findings and suggestions into the minutes (Please refer to Supplement 1, Report from Faculty Senate *Ad Hoc* Committee for Continuance Policy Evaluation, and Supplement 2, Current Continuance Policy, at the end of the minutes).

Based on the points identified in the Report, Faculty Senators are asked to request feedback from their Departments and send to Chair Stephen Burgess. The Committee hopes to receive input in a timely fashion, so that members may draft changes to the existing Continuance Policy which can be sent out for additional feedback prior to the next meeting.

B. Nominations Committee: Chair Les Ramos reported the following committees and positions need to be filled for the upcoming academic year. Nominations will be sought and elections held during the April meeting. Both tenure and non-tenure track faculty are encouraged to apply. Nominations may be sent to FS President Scott Long or to Chair Les Ramos.

Faculty Senate (NOTE: To be filled by current members of Faculty Senate only)

President-Elect

Secretary-Treasurer

Faculty Development Committee – 2 yr term

One (1) member from Arts and Sciences

One (1) member from Professional and Graduate Studies

University Research/Scholarly Activity Committee – 3 yr term

One (1) member – Pharmacy

One (1) member – Professional & Graduate

One (1) member – Arts & Science

One (1) member – Library

Bernhardt – 1 yr term - One (1) member from each college. One college will be represented by the 2010 awardee. The other three college representatives are elected from the senate.

Academic and Advisory Committee – 3 yr term

Three (3) members

Academic Appeals Committee – 2 yr term

Five (5) members

Benefits Committee – 2 yr term

Three (3) members

Financial Assistance Advisory and Appeals Committee – 1 yr term

One (1) member

Campus Environment Committee

One (1) member

Appellate Committee on Dismissal of Tenured Faculty – 2 yr term

Four (4) members

Intellectual Property Committee – 2 yr term

Three (3) members

Student Center Policy Forming Board – 3 yr term

Three (3) members

C. Judiciary Committee: Chair Terry Goforth presented the table below which provides an update of Faculty Senator terms. She noted that twelve FS terms expire this year (as indicated in the column “Senate Term Ends” and “10”) – those senators either need to find a replacement from within their constituency or, with the consent of their constituency, renew their service for another three years. Senators are to be full-time faculty, have taught a minimum of four years at SWOSU, and cannot hold the title of Associate Dean, unless such stipulations would deprive an academic unit of representation. New Senators will need to attend the May meeting, so that they may be introduced to the Faculty Senate and to officially start their terms during the New Business portion of that meeting.

Last Name	First Name	Senate Term Ends	College	School	Department
BRADWHAW	JOHN	10	Arts&Sci		Lang/Lit
LEE	SOPHIA	10	Arts&Sci		Music
HAYDEN	JOHN	10	Arts&Sci		Soc Sci
LONDON	JOE	11	Arts&Sci		Art
ESJORNSON	DAVID	11	Arts&Sci		Chem/Physics
COLLINS	KEVIN	11	Arts&Sci		Lang/Lit
MUATASEM	UBEIDAT	12	Arts&Sci		Biology
GOFORTH	TERRY	12	Arts&Sci		Chem/Physics
SCHROEDER	LISA	12	Arts&Sci		Comm/Theatre
AKERS	WARREN	12	Arts&Sci		Math
WIDEN	DENNIS	12	Arts&Sci		Music
MAY	RALPH	12	Arts&Sci		Soc Sci
CHURCH	CHELSEA	10	Pharmacy		Pharm Practice
RAMOS	LES	10	Pharmacy		Pharm Sci
LONG	SCOTT	11	Pharmacy		Pharm Sci
PATATANIAN	EDNA	12	Pharmacy		Pharm Practice
APPEDDU	LISA	10	Prof&Grad	Allied Health	Allied Health
BURGESS	STEPHEN	10	Prof&Grad	Behav Sci & Educ	Psych/Soc Wrk
RAMIREZ	CHAD	10	Prof&Grad	Behav Sci & Educ	Park & Rec Mgmt
MOSELEY	WARREN	10	Prof&Grad	Bus & Tech	Entrep & Comp Sci
SHORT	JEFFREY	10	Prof&Grad	Bus & Tech	Ind & Eng Tech
WOLFF	KATHY	10	Prof&Grad	Nursing	Nursing
HELTON	TODD	11	Prof&Grad	Behav Sci & Educ	Prof&Grad
RUSSELL	ANN	11	Prof&Grad	Behav Sci & Educ	Education
HAYS	RITA	11	Prof&Grad	Bus & Tech	Acct & Fin
GILLILAND	VICKY	12	Prof&Grad	Behav Sci & Educ	Education
LONG	JIM	12	Prof&Grad	Bus & Tech	Manag & Mrkt
DAVIS	TOMMYE	10	Sayre		
BROOKS	KATHY	11	Sayre		
WOLTZ	JONATHAN	12	Library		

VIII. UNFINISHED BUSINESS: None

IX. NEW BUSINESS:

A. At the request of the current Faculty University Promotion and Tenure Review Committee (FUPTRC):

The following motion was moved and seconded:

FS Motion 2010-3-01:

A motion is made that all SWOSU candidates for promotion and tenure shall submit their materials in a single, standard 2 inch ring binder provided by the university. The FUPTRC shall not review candidates who fail to submit their materials in this manner.

The motion passed with opposition.

Rationale: To make the evaluation process a more level playing field since everyone will have the same size binder. Removes the onus from FUPTRC members in terms of whether to penalize a candidate who submits more than the allotted materials.

B. To encourage energy conservation and resource efficiency on the SWOSU campus:

The following motion was moved and seconded:

FS Motion 2010-3-02:

A motion is made that a committee be formed and charged with developing a plan to present to the Administration to conserve energy and save resources on campus.

The motion passed by voice vote.

Rationale: The lack of movement on an energy conservation/efficiency program makes SWOSU appear uninterested in conserving environmental resources, utilizing its budget effectively, and educating its students and personnel about these important issues. Many other schools in the state have already implemented such plans.

Note: Faculty Senate action on this measure will be postponed until the new FS officers and senators are in place for the 2010-2011 school year.

C. To enhance digitalization of and remote access to SWOSU scholarly activities:

The following motion was moved and seconded:

FS Motion 2010-3-03:

A motion is made that the Faculty Senate support and endorse the Al Harris Library's creation of an online academic digital repository of scholarly articles authored by SWOSU faculty and students. The academic digital repository will make these scholarly articles freely accessible via the Internet, to the extent such access is permitted by copyright law and publisher embargo.

Further, the Faculty Senate endorses these specific goals of the online academic digital repository:

- To increase the visibility and influence of scholarly articles authored by SWOSU faculty and students;
- To preserve and document the scholarly efforts of SWOSU faculty and students; and,
- To support effective scholarly communication by removing barriers of cost that hinder wider dissemination of scholarly articles

The motion passed by voice vote.

Rationale: The Al Harris Library is actively digitizing and providing open online access to many important SWOSU publications through the SWOSU Digital Repository. The Repository currently includes every SWOSU yearbook, *The Southwestern*, *The Apothecary*, *Echoes from the Hill*, and a growing collection of historical documents, including a significant 1651 medical reference work, *A Physical Directory, or a Translation of the Dispensatory*.

For the reasons stated in the motion above, library faculty are very interested in expanding this effort to include the scholarly works of SWOSU faculty and students. We believe providing open access to these articles will benefit both authors by making their work more visible and widely disseminated and researchers by enabling wider access to scholarly articles. The library faculty would very much appreciate the support and endorsement of the SWOSU Faculty Senate in the promotion of open access to scholarly works.

D. Discussion - M.F.A. as a terminal degree and basis for promotion: A request was received for the Faculty Senate to consider and discuss potential action on the consideration of the M.F.A. as a basis for promotion.

Background:

1. The M.F.A. (as well as the M.L.S. and M.S.W.) are considered to be terminal degrees and faculty holding these degrees may be granted tenure and the rank of Assistant Professor.
2. RUSO policy states that promotion to Associate Professor and to Full Professor requires a doctoral degree.

3. Promotion is ultimately the prerogative of the University President, who may over-ride RUSO policy.
4. It was determined the SWOSU Faculty Handbook currently reflects RUSO policy (items 3.2.2, 3.2.3, 3.2.4, and 3.2.9).
5. In the past, some regional universities have been more liberal in granting exceptions to faculty who have non-doctoral terminal degrees. They are now looking more closely at what constitutes exceptional cases, so that this process may be more consistent in the future. The information received from other RUSO schools is that promotion for non-doctoral terminal degrees has been reduced, if not eliminated.
6. The Faculty Senate has addressed this issue previously in Senate Resolution 2005-10-04: "The SWOSU Faculty Senate recommends that all Instructional and Academic Support Faculty with terminal degrees, as defined by the faculty in their disciplines and/or as defined by the national associations in their disciplines, be eligible for promotion and tenure."

The Faculty Senate President will forward these findings to President Beutler and Provost Sonobe, indicating policies outlines in the SWOSU Faculty Handbook and support of promotion of SWOSU Faculty with terminal degrees.

E. Discussion - Faculty office hours and web-based courses: A request was made that the Faculty Senate review the following questions: Does the number of Web-based courses have an impact on the number of office hours a faculty member needs to maintain in their physical office? If it does have an impact, what would be an appropriate reduction in physical office hours to the number of Web-based courses being taught?

Background:

1. REFERENCE – Page 68 of the online 2005-2006 Faculty Handbook. Office Hours Full-time faculty are expected to keep a minimum of ten regular office hours each week. Part-time faculty are required to hold a proportionate number of office hours. It is recommended that office hours be maintained in both mornings and afternoons. Office hours should be posted on or near the office door.
2. Currently full-time faculty are expected to keep a minimum of ten regular office hours each week. If the ten hours (approximately two hours per day) are for a) being available for university meetings and b) being available to interact/advise with students (reference above) what impact does the number of Web-based courses have on the 10 office hours? It could be easily assumed that there would be no contact with the students that would require a faculty member to be physically available in their office. That interaction/advisement could be done virtually anywhere in the world via the Internet.
3. Using the guidance given to part-time faculty of requiring them to "hold a proportionate number of office hours" according to their teaching load, could not the same guidance or rule apply to the number of "virtual office hours" that are offered be proportionate to the number of credit hours of Web-based courses that are taught.

4. For example, in a summer term where two courses are taught, both Web-based, could those office hours that are for student interaction/advisement be "virtual office hours." (The remaining of the ten office hours that are for other university activities would still require an office presence.)
5. Some faculty members have web-based courses as half of their load.
6. From the Provost – It is the opinion of the Provost that this should be a departmental issue and addressed at that level. The Provost also indicated that office hours for the Summer term are not set at a specific amount.

The following motion was moved and seconded:

FS Motion 2010-3-04:

A motion is made that that the University Policies Committee evaluate the current expectation that faculty are to keep a minimum of ten regular office hours each week. Specifically, the Committee is charged with how these ten hours may be proportioned by faculty members for committee work, student advising, supervision of student activities, virtual office hours (for web-based classes), and traditional office hours.

The motion failed by voice vote.

The following motion was moved and seconded:

FS Motion 2010-3-05:

A motion is made that that the University Policies Committee evaluate how the number of office hours currently expected to be served on-campus may be affected by teaching web-based courses.

The motion passed with opposition.

F. Discussion - Statewide Textbook Policies: Dr. Jody Maness attended the textbook evolution conference in Tulsa this past month and reports the following:

While some parts were nothing new, there were several items that are worth our consideration here at SWOSU. Tulsa Community College has developed several recommendations for their campus regarding textbook selection by faculty and access for students. Their Alternative Course Materials Task Force developed 14 recommendations (which should be available later on the Textbook Evolution website) of which I will send copies to all of you by campus mail in the next couple of days. Some of these and other recommendations echo some of our suggestions to faculty.

1. Faculty should not require textbook purchase unless they intend to use the materials in their class (this would include faculty who adopt a text just to use the ancillaries).
2. In every case selection of course materials "should have a positive impact on the learning experience."
3. Faculty should be required to indicate in their syllabus the extent to which course material will be used in the course.
4. As part of negotiations with publishers, they should provide a number of complimentary copies to the campus for placement in the library. (TCC recommends 10% of enrollment in the course -- I think that is somewhat excessive -- e.g. That would require donation of 25-35 copies of the concepts textbook and 15 to 20 copies of the Principles textbook -- could the library handle this many books across the campus?).
5. If there are ebook or digital versions of texts they should be available to students.
6. TCC has developed via a grant from OSHRE a web application called Text2Trade which allows students to buy, sell, or trade textbooks with other students. This application currently in a beta version will be free to all Oklahoma institutions.
7. Institutions should pursue a process for textbook rental with bookstores that would allow students to have a text for only about 15-25% of the new retail cost. This could only apply to texts that would be used for 4-6 continuous semesters (2-3 years). The student would pay a pre-determined price for the new book (this price would be less than a new book in a non rental program). At the end of the semester they could return the book for a 70-80% refund or they can keep the book. The returned book is sold again at the same price as it was the first time and the process is repeated for as long as the book is adopted. The bookstore would have the right to reduce the refund based upon the condition of the book when it is returned, but they also would not be able to resell it at the original price. This could reduce the current textbook costs to students by 50-60%. Of course this would only work for long term adoptions and courses that are offered regularly.
8. There is the perception that some agreement exists with Follett Bookstores that prevents implementation of some cost-cutting and competition measures. This perception needs to be corrected.

It is the opinion of Dr. Maness that SWOSU should form an ad hoc university committee composed of students, faculty, administration, bookstore representatives, and possibly publisher representatives to develop an alternative course materials policy for SWOSU. Work could begin with the study and recommendations from TCC and consider a policy for SWOSU. This process should have a timeline for implementation by Fall 2011 at the earliest or Fall 2012 at the latest. The earlier date is possible because of the work done at TCC.

The following resolution was moved and seconded:

FS Resolution 2010-3-01:

Whereas, the Faculty Senate appreciates and supports the service of Dr. Maness;
and

Whereas, Faculty Senate supports and approves the recommendations of Dr. Maness' report to the faculty of SWOSU;

Therefore, be it resolved, that the Faculty Senate encourages each department to review this report and send their recommendations to Dr. Maness; and

Be it further resolved, that the Faculty Senate forwards Dr. Maness' report to the University Faculty and Administration in order to review current textbook adoption and utilization practices and to develop an alternative course materials policy for SWOSU.

The resolution passed by voice vote.

G. To request faculty input in filling Administrative positions:

The following motion was moved and seconded:

FS Motion 2010-3-06:

A motion is made that all current and future SWOSU search committees formed to fill Administrative positions should include at least one Faculty representative who meets the requirements to serve on Faculty Senate.

The motion passed by voice vote.

X. ADJOURNMENT: 4:14 p.m.

Respectfully Submitted,

Scott Long, FS President

Lisa Appeddu, FS Secretary

**Next Faculty Senate Meeting:
Friday, April 23, 2010, at 2:00 p.m. in EDU 201**

**Last Faculty Senate Meeting of the Regular School year:
Tuesday, May 4, 2010, at 2:00 p.m. in EDU 201**

Supplement 1: Report from Faculty Senate *Ad Hoc* Committee for Continuance Policy Evaluation

March 2010

The committee members identified several issues relative to the current procedure that were deemed most in need of modification. The core problems focused on protecting the individual faculty member and providing informative constructive feedback to the faculty member.

Areas discussed:

- Size of committee
- Composition of committee
- Inclusion of an outside departmental member
- Requiring a face to face meeting for the committee
- Requiring a vote each year to decide on composition of committee
- Providing a job description for the evaluation
- Role of the departmental chair
- Providing an informative only January evaluation for first year faculty
- How to keep comments used for evaluation to substantive and documentable issues
- Observation that there is no reason for non-continuance required

Proposals related to areas discussed:

- Size of committee
 - o Minimum of 4 members
- Composition of committee
 - o Leave current policy available (department can choose all tenured or all fulltime faculty to serve on committee assuming meet minimum of 4)
 - Choose between all tenured or all full time
 - If cannot meet all tenured (minimum of 4) then must choose all full time
 - If cannot meet all full time (minimum of 4) then out of department members at level of choice (all tenured or not) will be selected
- Inclusion of an outside departmental member
 - o To round out minimum of 4
 - Rationale: Provides an objective voice, reduces possibility of abuse
 - Increase interdepartmental awareness and interaction
 - Increase opportunities for feedback from other disciplines
- Requiring a face to face meeting for the committee
 - Rationale: Reduce abuse and unsubstantiated comments
- Requiring a vote each year to decide on composition of committee
- Providing a job description for the evaluation
 - Rationale: Make sure candidate evaluated on specified duties
- Role of the departmental chair
 - o Question whether to have a separate chair of the continuance committee or to continue with departmental chair serving as non-voting member
 - o Inclusion of out of department member would increase likelihood report reflects committee discussion
 - o Signing of committee report acknowledges report reflects discussion of the committee

- Providing an informative only January evaluation for first year faculty
 - Rationale: Provide candidate with more feedback
- How to keep comments used for evaluation to substantive and documentable issues

Supplement 2: CURRENT CONTINUANCE POLICY

A. INTRODUCTION

- Non-tenured faculty members are evaluated annually in the continuance procedure.
- Pursuant to the conditions outlined below, tenured faculty members may be reviewed annually and must be reviewed at least every third year. Student evaluations are required for all non-tenured, permanent, full time faculty. Tenured faculty members must ensure that every course they teach is evaluated by students a minimum of one time every two years. The Assessment Office coordinates student evaluation of faculty. See the entry on Tenure for additional information relative to evaluation (page 37).
- Sayre Campus Program directors and the Dean of the Sayre Campus are responsible for evaluating instructional personnel. Evaluations are made prior to March 1 and collected by the Dean who forwards one copy to the vice president for academic affairs. This copy is placed in the faculty member's personnel file. One copy is given to the faculty member.

B. CONTINUANCE PROCEDURES

- 1. The tenure-track candidate for continuance supplies to the Department Chair/Associate Dean by September 15 the following
 - a. A current copy of their curriculum vita
 - b. A yearly summary of their student evaluations (maximum 7 years). This summary is furnished upon request by the assessment office.
 - c. One peer review (peer chosen by the candidate).
 - d. (Optional) any other documentation (maximum of 10 pages) that the candidate would like the committee to consider.
- 2. Candidates for continuance who are not on tenure-track will supply only a current vita and a yearly summary of their student evaluations (maximum seven (7) years). This summary is furnished upon request by the Assessment Office. Upon receiving the above items, the Chair/Associate Dean schedules a Departmental Continuance Committee meeting.
- 3. The Departmental Continuance Committee* shall meet and consider the strengths and weaknesses of the faculty candidate for continuance. The Department Chair/Associate Dean conducts the meeting and is a non-recommending member. This open discussion is followed by submission of a Faculty Recommendation Form for Continuance from each member of the committee to the Chair by October 15. Once the Chair has prepared the summary report it must be reviewed and signed by members of the departmental committee.
- 4. The Chair has the responsibility to meet with the faculty member to share the results of the committee recommendations and discuss the perceived strengths and weaknesses.
- An interim evaluation meeting will be conducted between the faculty member and Chair. If weaknesses are identified that must be addressed prior to the next continuance consideration, the Chair and faculty member will develop a written plan of improvement. (A copy of the plan should be submitted to the Dean for informational purposes.)

- 5. The Chair includes the results of the faculty committee recommendations when he/she forwards his/her recommendation to the Dean. The Dean should receive this recommendation no later than November 1.
- 6. A meeting between the Chair and the Dean is required when the committee, the Chair, or both are recommending non-continuance.
- 7. The Dean takes the recommendations of the committee and Chair into consideration and makes recommendation to the Chief Academic Officer. The Dean's recommendation is submitted to the Chief Academic Officer in mid December. If the Dean is going to make a non-continuance recommendation, the Dean shall ask the Chair to so inform the faculty member. The faculty member then has the option of submitting a letter of resignation prior to the end of the Fall semester or of allowing the process to continue. It is not required that the non-tenured faculty member be provided cause for non-continuance.

***Departmental Continuance Committee considerations:**

- • On the Weatherford campus, the total full-time department faculty will vote on the format of the committee: either all departmental tenured faculty; or all full-time members of the departmental faculty, except the individual under consideration and first year faculty members.
- • On the Sayre campus, the committee shall consist of all tenure d faculty. The Dean conducts the meeting and is a non-recommending member.
- • Once the format of the Departmental Continuance Committee has been established, any change in format would require the majority support of the total full-time departmental faculty. Any dispute regarding the functioning of the committee or procedural matters will be decided by a majority vote of the committee. In these matters the Chair can vote to break a tie.
- • If the individual under consideration is t he Chair of the department, then the Dean of the College conducts the meeting and is a non-recommending member.